

**CONFIDENTIAL**

Approved For Release 2002/08/01 : CIA-RDP71B00364R000100090014-3  
**GUIDANCE FOR PURGE OF INACTIVE RECORDS**

**I. Changes to disposition schedules:\***

- a) Survey "code 3" materials and reschedule for "code 2" or "code 1," as appropriate.
- b) Survey "code 2" materials and shorten disposition date wherever present judgment makes same feasible.
- c) Survey "code 1" materials and reschedule to "code 2" wherever present judgment so permits.

**II. Changes to contents of files:**

- a) Eliminate duplicate copies where duplicates are not absolutely essential.
- b) Eliminate documents for which your component is not the "office of record" when use of the "office of record" file is feasible.
- c) Eliminate documents no longer considered essential to the purposes of the file.

**III. In making changes in schedules and file contents, consider the following basic reasons for keeping Records Center materials:**

- a) Essential to operations of your component.
- b) Essential to the supplemental distribution function.
- c) Essential to the Vital Materials Program.\*\*
- d) Essential to Agency Historical or Archival holdings.
- e) Required by law or policy.

**IV. Purge Attitude:**

When in doubt,  
Schedule it out!

---

\*Definitions: "Code 1" - permanent retention; "code 2" - temporary retention with definite disposition instruction; "code 3" - indefinite retention with decision on final disposition yet to be made.

\*\*Vital Materials Program is properly a separate and stand-alone program. Thus, disposition changes on inactive records should not impact upon Vital Materials files.

**CONFIDENTIAL**